

UNDERGROUND STORAGE TANK NOTIFICATION, REPORTING, AND CLOSURE REQUIREMENTS

This information applies to UST systems regulated in accordance with Indiana Administrative Code, Title 329, Article 9 (329 IAC 9). These guidelines will aid tank owners/operators in UST system notification, registration and permanent closure procedures. Direct all questions to the UST Section of IDEM at AC 317/308-3064. This document may be revised as technology evolves or as state and federal UST rules change.

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UNDERGROUND STORAGE TANK NOTIFICATION, REPORTING, AND CLOSURE REQUIREMENTS

I. NOTIFICATION REQUIREMENTS

A. General Notification

The owner/operator must complete a Notification for Underground Storage Tanks form (State Form 45223), within 30 days when:

1. UST systems are brought into service.
2. UST systems are acquired by new owner.
3. UST systems are upgraded (tank lining, piping replacement, leak detection system or equipment installation, spill/overfill prevention equipment, or corrosion protection) or repaired (restoration of a tank or UST system component that has caused or could potentially cause a release of product from the UST system).
4. UST systems are temporarily closed.
5. UST systems undergo a change-in-service.
6. UST systems are permanently closed.

B. Closure Notification

1. At least 30 days before an UST system permanent closure (removal), UST system repair, or UST lining, a Notification for Underground Storage Tanks form (State Form 45223) must be submitted requesting closure.
2. Within 30 days after an UST system permanent closure, a Notification for Underground Storage Tanks form (State Form 45223) and UST System Closure Report must be submitted *together*. *Starting January 1, 1996, if these documents are not submitted together, they will be returned to the UST owner/operator.*
3. At least 30 days before an UST system permanent closure (in-place or change-in-service), a Notification for Underground Storage Tanks form (State Form 45223) requesting closure and soil boring results must be submitted.

C. Document Submittal

1. All documents required by the UST Section must include an original signature *in ink* by owner/operator or authorized representative. If an owner/operator authorizes a representative to sign forms, then a document must be submitted to authorize that representative. This document must include the following:
 - a. Owner name *signed in ink*
 - b. UST system facility name and address;
 - c. Representative name and address; and
 - d. Documents the representative is authorized to sign. *A copy of the authorization must accompany each document submitted.*
2. The contractor must also sign and provide the Office of the State Fire Marshal (OSFM) certification number on the Notification for Underground Storage Tanks form (State Form 45223), for tank installations, upgrades, testing, and permanent closures.

II. TANK FEE ASSESSMENT

A. Introduction

The Underground Storage Tank Fee Assessment Program was established in 1989 to collect tank fees of *owners* of regulated USTs. Regulated tanks are those USTs greater than 110 gallons in commercial or industrial use or greater than 1100 gallons in agricultural or residential use and not exempt by state statute or rule. This only pertains to tanks containing regulated petroleum products or hazardous substances defined in section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980.

B. The Fee Assessment Period

Currently, the fee assessment period is for July 1 of each year through June 30 of the following year. IDEM coordinates the fee assessment program with the Indiana Department of Revenue's Special Tax Division. Although the assessment period begins on July 1, the Special Tax Division does not mail invoices until the fall of the year. Receipt of payment is due no sooner than 30 days after the assessment date. This due-date is specified on each year's invoices (UST-1 form). For questions regarding the processing of a payment, the Department of Revenue should be contacted at (317) 615-2590.

C. Fee Payment

Payment of tank fees can be made in two ways:

1. Payment may be made in full on the due date specified on the invoice (UST-1 form).
2. For owners whose tank fee exceeds \$500.00, payment may be made in four (4) equal installments. The applicable payment portion of the voucher sheet (UST-2 form) must be included with each installment payment.

D. Fee Assessment Amounts and Use of Fee Monies

A Tank fee is \$90.00 per year for regulated petroleum tanks and \$245.00 for hazardous substance tanks. These fees are divided among three funds: Excess Liability Fund, Petroleum Trust Fund, and the Hazardous Substance Trust Fund. The Excess Liability Fund provides financial assurance for tank owners and operators, and reimburses them for cleanup of their sites. In addition to clean-up costs, administrative costs of the Excess Liability Fund program are taken from this fund. The Petroleum Trust Fund pays for State funded clean-up of leaking or abandoned petroleum USTs. Underground storage tank program administrative costs also come from this fund.

E. Fee Assessment Information

The UST section obtains fee assessment information on owners, facilities, and tanks from IDEM's UST database. The database information is gathered from the Notification for Underground Storage Tanks form (State Form 45223), submitted by owners and operators. If there have been any changes in any UST facility since the last notification submittal; for example, if a tank has been permanently closed at a facility, this should be indicated on a Notification for Underground Storage Tanks form (State Form 45223) in order for an accurate fee assessment to be made. For questions regarding why a tank fee was assessed, the UST Section of IDEM should be contacted at (317) 234-0343.

III. UST SYSTEM CLOSURE GUIDELINES

A. Introduction

In order to close an UST system in Indiana the following regulations and recommended practices must be followed:

- 40 CFR 280 (Federal Regulations)
- 329 IAC 9 and 327 IAC 2-6.1 (State Regulations)
- 675 IAC 79 (Indiana Fire Prevention Code)
- Recommended Practice API-1604, American Petroleum Institute

CONTACT NUMBERS

Office of the State Fire Marshal	(317) 232-2222
American Petroleum Institute	(202) 682-8375
UST Section, IDEM	(317) 308-3064
Leaking UST Section, IDEM	(317) 232-8900
EMERGENCY RESPONSE, IDEM	(317) 233-7745
Indiana Dept. of Labor, IOSHA	(317) 232-2688

B. Unregistered UST Systems

1. Discovered prior to closure request
 - a. **Unregulated** - Notification to IDEM is not required.
 - b. **Regulated** - Include information about the UST on a Notification for Underground Storage Tanks form (State Form 45223) when requesting closure and IDEM will assign a Facility ID number.
2. Discovered during UST closure approved by IDEM
 - a. **Unregulated** - Include known information about the UST in the UST System Closure Report submitted to IDEM; environmental sampling is not required by IDEM*.
 - b. **Regulated** - Conduct closure activities as required and include information in the UST System Closure Report submitted to IDEM. IDEM does not need to be notified at the time of discovery of the UST.
3. Discovered during construction
 - a. **Unregulated** - Include known information about the UST in the UST System Closure Report submitted to IDEM; environmental sampling is not required by IDEM*.
 - b. **Regulated** - Contact IDEM, UST Section, for a waiver of the 30-day advance notification of closure. When a waiver is granted, conduct closure activities as required and include information in the UST System Closure Report submitted to IDEM.

* While IDEM may not require environmental sampling for unregulated USTs, some financial lending institutions may.

- C. Regulated vs. Unregulated UST Status - If unable to determine the regulated status of a particular UST after consulting the applicable regulations, contact the IDEM, UST Section at (317) 308-3064.

During any closure, if a release is discovered, it must be reported to IDEM within 24 Hours at (317) 232-8900. If any emergency conditions exist (vapors found in buildings, drinking water source impacted, or if free product present, etc.), then owners or operators must report this immediately to the emergency response section at (317) 233-7745. This is a 24 hour telephone number.

There are three types of UST system closures: removal, in-place closure, and change-in-service closure. The following are requirements to ensure that proper closure is achieved.

1. UST System Removal

- a. All UST systems must be registered with the IDEM UST Section (completed Notification for Underground Storage Tanks form (State Form 45223)).
- b. Notification of intent to close must be given using the Notification for Underground Storage Tanks form (State Form 45223), at least 30 days before closure activity begins.
- c. IDEM UST Section will respond in writing with the closure approval date (closure approval letter will expire 90 days after date given).
- d. The closure approval letter must be kept on site at all times.
- e. A contractor or individual certified through the Office of the State Fire Marshal (OSFM) must be used for closure (*at least one certified person must be on site at all times*).
- f. In addition to the 30 day notice, it is required that the IDEM UST Section be given at least 14 days prior notice (by phone) of the intended closure date (317/308-3064).
- g. At least 14 days before closure, both the OSFM and local fire department must be notified.
- h. An UST system closure site assessment must be performed to determine if contamination is present.
- i. Within 30 days after permanent closure, a completed Notification for Underground Storage Tanks form (State Form 45223), and an UST System Closure Site Assessment Report must be filed with IDEM UST Section. (This will prevent improper assessment of annual UST system fees for permanently closed UST systems).

2. UST System In-Place/Change-In-Service Closure

If actual removal is extremely difficult (UST found underneath or near building foundations), an UST system in-place closure may be acceptable. An UST system change-in-service is required if the UST will continue to be used, but will hold an unregulated substance. *In addition to the requirements for UST system removal, the following is required:*

- a. An in-place closure requires written approval from both IDEM and the

OSFM, but for a change-in-service written approval is required only from IDEM (approval letters must be kept on site at all times during closure).

- b. A sampling plan must be submitted to the IDEM UST Section *before* closure approval will be granted.
- c. An In-place closure or a change-in-service may not begin until written approval from the IDEM UST Section has been received by the owner.

3. UST System Waiver

If a permanent closure is determined necessary due to a release or leak from an UST system, then a waiver of the 30 day period may be granted. All UST systems must be registered with IDEM UST Section prior to waiver approval. The following apply when requesting a waiver:

- a. An IDEM spill/incident number is required before a waiver is given. Contact IDEM (317/232-8900) to obtain a spill/incident number.
- b. OSFM and local fire department must be notified prior to closure.
- c. Within 30 days following closure, a completed Notification for Underground Storage Tanks form (State Form 45223), and one copy of the UST System Closure Site Assessment report must be sent to IDEM UST Section.

D. UST SYSTEM CLOSURE SITE ASSESSMENT

A site assessment is required for all UST system closures, and must be sent to the UST Section to ensure timely review. The site assessment must be designed to detect all possible environmental contamination caused by an UST system.

- 1. Environmental Sampling - **PLEASE SEE RULE 329 IAC 9-6**

E. UST SYSTEM CLOSURE REPORT

The closure report must be submitted to the UST Section of IDEM within 30 days of tank closure. The IDEM UST Section will review each closure report and supply the owner of tanks with a System Closure Report Review Checklist (SCRRC) *within six months* of the UST Section's receipt of the UST Closure Report. The SCRRC will document what areas have been sufficiently completed and those that are insufficient and require further documentation. Sending your closure report directly to the UST Section will help ensure a timely review.

1. Responsible Party

- a. The UST system facility's owner/operator name, IDEM owner I.D. number (if known), address, phone number;
- b. The name of the UST system facility contact person, owner/operator affiliation, phone number; and
- c. Past owner/operators for the past twenty five years.

2. UST Contractor

- a. UST closure contractor company name and address; and
 - b. Name and OSFM certification number of person(s) on site during closure.
3. UST Site
 - a. Facility name, IDEM facility I.D. number (if known), address and phone number;
 - b. Type of facility past and current operation;
 - c. Coverage (turf, concrete, asphalt, etc.);
 - d. History of any spill reports; by incident number.
 - e. Site proximity to both human and environmentally sensitive areas (all site surroundings);
 - f. Site soil texture; i.e., percent of sand, silt, and clay (natural soil, not back fill soil); and
 - g. Site specific map(s) with appropriate scale and legends to show site details described below:
 - i. Illustrated legends and compass directions and at appropriate scale;
 - ii. Drainage features (surface slop/surface water runoff direction);
 - iii. Identified above ground features (buildings, roadways, man ways, pump islands, utility and property lines, etc.);
 - iv. Identified subsurface features (tanks and excavation pit, piping, utility conduits, etc.);
 - v. Locations of samples (S1,S2,etc), soil borings (SB1,SB2,etc.), and monitoring wells (MW1,MW2, etc.);
 - vi. Location of previously closed tanks (when applicable);
 - vii. Site surroundings (adjacent buildings/business descriptions)
4. Underground Storage Tank(s)

The following information refers to the tank(s) being closed:

 - a. Number and volume of tanks(s);
 - b. Past and present contents of tanks(s)
 - c. Construction material of tank(s)
 - d. Age and installation dates of tank(s)
 - e. Leak detection methods used;
 - f. Records of tank tightness test results (most current);
 - g. Records of any other leak detection method results most current (inventory records, groundwater or vapor monitoring results); and
 - h. Information on any previously closed UST systems (date closed, number, size, and product stored).
5. Sample Results
 - a. Data from analysis of soil samples (total petroleum hydrocarbons - TPH, etc.) presented in a tabular format;
 - b. Data from analysis of water samples (benzene, toluene, ethylbenzene, xylene - BTEX, etc.) presented in a tabular format;
 - c. A signed Laboratory Certificate of Analysis listing analysis method, preparation method, date of sample receipt, and date of analysis.
 - d. Proper sample numbers for cross reference to UST site maps;

- e. Chain of Custody documentation; and Data from analysis of soil and water samples for other miscellaneous parameters (lead, other metals, etc.).
 - f. Decontamination procedures/sampling procedures & techniques
 - g. Data from analysis of waste oil sampling (when applicable)
6. Miscellaneous Closure Documentation (Must include manifests and/or receipts)
- a. Soil and water disposal documentation
 - b. Remaining product and sludge documentation
 - c. Tank and Piping disposal documentation
 - d. Previous owner history (past 25 years)
 - e. Lust Referral Sheet For Closure
- All sites with contamination must fill out Lust Referral Sheet (including contaminated backfill sites and sites where over excavation takes place).

F. LUST REFERRAL

When reporting a confirmed release, the following basic information is required:

Location of the release; Knowledge of the release; Affected area(s); and Site specific information, as needed. *The following circumstances require LUST Program notification by phone at (317) 232-8900 during normal business hours, or (317) 233-7745 after hours, by fax by using the LUST Initial Incident Report fax form at (317) 234-0428, or by sending the LUST Initial Incident Report form via e-mail to*

LeakingUST@state.in.us. The form is available online at www.in.gov/idem/land/lust/index.html

- Soil contamination levels of greater than the detection limit of 20 ppm TPH
- Groundwater contamination greater than the appropriate method detection limit.
- Free Product is present
- Contamination is found in conduits such as utility lines or sewers
- Vapors are detected in a building

If a release is confirmed, under most circumstances the nature and extent of contamination must be determined and corrective action is required. When reporting a release, the owner/operator should seek guidance regarding their next steps. The following reports and plans are required:

- Initial Abatement Report (only if conditions exist such as drinking water impacts, free product, impacts to conduits, vapors in a building)
- Free Product Removal Report submitted within 45 days (only if free product is present)
- Initial Site Characterization Report submitted within 45 days
- Further Site Investigation as required
- Corrective Action Plan as required
- Corrective Action Progress Reports as required

**CLOSURE REPORT REVIEW CHECKLIST
ITEM BY ITEM DESCRIPTIONS**

ITEM# NAME AND DESCRIPTION

RESPONSIBLE PARTY INFORMATION

1. OWNER/OPERATOR NAME (OR CORPORATE ENTITY), O.I.D., ADDRESS, PHONE NUMBER.
2. OWNER CONTACT PERSON: SHOULD INCLUDE AFFILIATION (TITLE) WITH OWNER OR OPERATOR AND THE PHONE NUMBER WHERE THIS PERSON MAY BE REACHED.
3. PAST OWNER/OPERATORS: THIS SHOULD INCLUDE ANY OWNER OR OPERATORS OF THE FACILITY OVER THE PAST TWENTY FIVE (25) YEARS OR FOR THE LIFE OF THE TANK IF THE TANK IS LESS THAN TWENTY FIVE (25) YEARS OLD. INFORMATION SHOULD BE INCLUDED ON THE CURRENT LOCATION OF THESE PAST OWNERS (i.e. PHONE NUMBER AND ADDRESS.)

UST CONTRACTOR INFORMATION

4. UST CLOSURE CONTRACTOR: SHOULD INCLUDE COMPANY NAME & ADDRESS.
5. NAME & OSFM CERTIFICATION NUMBER: THIS SHOULD BE THE ON-SITE CONTRACTOR REPRESENTATIVE WHO IS CERTIFIED BY THE OSFM THE CERTIFICATION NUMBER SHOULD BE INCLUDED AS WELL.

UST SITE INFORMATION

6. FACILITY NAME, I.D. NUMBER, ADDRESS, & PHONE NUMBER.
7. TYPE OF FACILITY, PAST AND PRESENT OPERATIONS: THIS SHOULD INCLUDE A BASIC DESCRIPTION OF THE FACILITIES OPERATIONS OVER THE LIFE OF THE TANK AT THAT FACILITY. ANY ADDITIONAL ACTIVITIES AT THE SITE THAT MAY CONTRIBUTE TO CONTAMINATION DUE TO THE PAST OR PRESENT OPERATIONS SHOULD BE NOTED.
8. COVERAGE: THE TYPE OF COVERING MATERIAL AT THE LOCATION SHOULD BE INDICATED. THIS INCLUDES THE COVERAGE OVER AND AROUND THE UST(S), PIPING, OR ISLANDS, AND ANY DIFFERING COVERAGE IN THE IMMEDIATE SURROUNDINGS AT THE SITE. (i.e. PAVED, CONCRETE, GRAVEL, GRASS, ETC.) A MAP DEPICTION MAY BE USED AS A SUBSTITUTE.
9. HISTORY OF SPILL REPORTS (BY INCIDENT NUMBER): A BRIEF DESCRIPTION INCLUDING THE INCIDENT NUMBER OF ANY REPORTABLE SPILLS AT THE

FACILITY.

10. SITE SURROUNDINGS: THIS SHOULD BE A WRITTEN DESCRIPTION OF THE TYPES OF ALL PROPERTIES BORDERING THE PROPERTY. THIS ALSO INCLUDES ANY WATERWAYS OR OTHER SENSITIVE AREAS WITHIN ONE QUARTER MILE OF THE UST SITE. A MAP DEPICTION MAY BE USED AS A SUBSTITUTE
11. SITE SOIL TEXTURE: THIS SHOULD BE A DESCRIPTION OF THE ACTUAL VIRGIN SOIL MATERIALS AROUND THE EXCAVATION SITE. A DESCRIPTION OF THE BACKFILL MATERIALS IS NOT AN ACCEPTABLE ALTERNATIVE FOR THIS REQUIREMENT.

SITE SPECIFIC MAP INFORMATION

12. APPROPRIATE SCALE AND LEGENDS: THE MAP SHOULD BE PREPARED IN A WAY THAT ACCURATELY PORTRAYS THE SITE AND IS REASONABLY EASY FOR THE LAYMAN TO UNDERSTAND. ANY SYMBOLS OR MARKINGS USED ON THE MAP SHOULD BE DESCRIBED IN A LEGEND OR OTHER UNDERSTANDABLE FORMAT.
13. BUILDINGS/STRUCTURES AND SITE BOUNDARIES: ALL BUILDINGS AND STRUCTURES PRESENT AT THE FACILITY SHOULD BE DEPICTED ON THE MAP. THE MAP SHOULD BE DRAWN TO AT LEAST THE BOUNDARIES OF THE FACILITY AND MAY EXTEND TO BORDERING PROPERTIES TO AID IN THE DESCRIPTION OF THE SITE SURROUNDING REQUIREMENTS.
14. LOCATION OF ALL USTs AT SITE: ALL USTs AT THE SITE MUST BE INDICATED ON THE SITE MAP. THIS INCLUDES ACTIVE AND TEMPORARILY OUT OF SERVICE TANKS AS WELL AS THOSE BEING CLOSED OR ALREADY PERMANENTLY CLOSED IN PLACE.
15. TANK EXCAVATIONS WITH DIMENSIONS: THE LOCATION OF ALL TANK EXCAVATIONS AT THE SITE FOR THE CLOSURE IN QUESTION MUST BE INCLUDED ON THIS MAP. ADDITIONAL MAP SHEETS MAY ALSO BE USED TO SHOW A BETTER DESCRIPTION OF THE EXCAVATIONS. ANY OVEREXCAVATION ACTIVITIES SHOULD BE INDICATED ON THE MAP. THE DIMENSIONS OF ALL EXCAVATIONS AND OVEREXCAVATIONS MUST BE INCLUDED TO DETERMINE PROPER NUMBER OF SIDEWALL SAMPLES.
16. LOCATION OF ANY PREVIOUSLY CLOSED UST SYSTEMS: THE LOCATIONS OF ANY USTs THAT HAVE BEEN PREVIOUSLY CLOSED (BOTH REMOVALS AND IN-PLACE CLOSURES) AT THE SITE MUST BE INCLUDED ON THE SITE MAP.
17. LOCATION OF PUMP ISLANDS: ANY PUMP ISLANDS FOR THE USTs BEING CLOSED MUST BE INDICATED ON THE MAP. (NOTE: IF THE PUMP ISLANDS ARE DIRECTLY OVER THE USTs, THEN A THE REPORT MUST STATE THIS FACT. WASTE OIL TANKS GENERALLY DO NOT HAVE PUMP ISLANDS.)

18. LOCATION OF UST PIPING (REMOVED AND NON-REMOVED): THE LOCATION OF ANY ASSOCIATED PIPING FOR THE USTs BEING CLOSED MUST BE INCLUDED. THE REPORT MUST INDICATE IF THIS PIPING WAS REMOVED OR LEFT IN-PLACE. THE LENGTH OF ANY PIPING RUNS SHOULD BE STATED OR CLEARLY MARKED TO DETERMINE THE APPROPRIATE NUMBER OF PIPE RUN SAMPLES (NOTE: IF ALL ASSOCIATED PIPING IS DIRECTLY OVER THE USTs, THEN A THE REPORT MUST STATE THIS FACT.)
19. IDENTIFIED BURIED UTILITY LINES: ANY UNDERGROUND UTILITY LINES (ELECTRIC, PHONE, SEWER, GAS, ETC.) MUST BE CLEARLY MARKED ON THE MAP. IF NO UTILITIES EXIST ON THE SITE, THE REPORT SHOULD STATE THIS FACT.
20. SOIL BORING LOCATIONS (IN-PLACE CLOSURE): THE LOCATION OF THE SOIL BORINGS MUST BE CLEARLY MARKED ON THE MAP. THIS MAY BE ON THE ADDITIONAL MAP SHEETS DEPICTING THE EXCAVATIONS, IF SUCH ARE INCLUDED. THE SOIL BORING LOCATIONS MUST BE PROPERLY NUMBERED OR OTHERWISE MARKED TO CORRELATE TO THE SOIL SAMPLE ANALYTICAL RESULTS.
21. DRAINAGE FEATURES (NATURAL AND CONSTRUCTED): THE GENERAL SURFACE DRAINAGE OR RUNOFF ON THE SITE MUST BE INDICATED ON THE MAP. (A WRITTEN DESCRIPTION IN THE REPORT DESCRIBING THE SURFACE DRAINAGE MAY BE SUBSTITUTED FOR THIS REQUIREMENT). IN ADDITION, ANY MAN MADE DRAINAGE FEATURES MUST BE MARKED AND LABELED ON THE MAP. THIS INCLUDES DITCHES, TRENCHES, MANHOLE COVERS, SEWER INTAKES, AND ANY OTHER SITE FEATURES ALTERING SURFACE DRAINAGE OR SUB-SURFACE DRAINAGE (TILE LINES, ETC.).
22. SAMPLING LOCATIONS (SOIL AND WATER): THE LOCATION OF SOIL AND WATER MUST BE CLEARLY MARKED ON THE MAP. THIS MAY BE ON THE ADDITIONAL MAP SHEETS DEPICTING THE EXCAVATIONS, IF SUCH ARE INCLUDED. THE SAMPLING LOCATIONS MUST BE PROPERLY NUMBERED OR OTHERWISE MARKED TO CORRELATE TO THE SOIL AND WATER SAMPLE ANALYTICAL RESULTS.
23. GROUNDWATER MONITORING WELL LOCATIONS: THE LOCATION OF ANY GROUNDWATER MONITORING WELLS MUST BE CLEARLY MARKED ON THE MAP. IF NO MONITORING WELLS EXIST THEN THE REPORT MUST STATE THIS FACT.

UNDERGROUND STORAGE TANK INFORMATION

24. NUMBER AND VOLUME OF TANKS: THE NUMBER AND VOLUME OF THOSE TANKS BEING CLOSED MUST BE INCLUDED IN THE REPORT OR ON THE UST NOTIFICATION FORM. THIS IS REQUIRED TO DETERMINE THE APPROPRIATE NUMBER OF PIT BOTTOM SAMPLES TO BE TAKEN FOR THE CLOSURE.
25. PAST AND PRESENT CONTENTS OF TANKS: ALL CONTENTS THAT HAVE BEEN

CONTAINED IN THE TANK MUST BE INDICATED. THIS IS NEEDED TO DETERMINE THE APPROPRIATE ANALYTICAL METHODS TO BE USED.

26. CONSTRUCTION MATERIAL OF TANKS: THE CONSTRUCTION MATERIAL OF ALL TANKS BEING CLOSED MUST BE INDICATED.
27. AGE AND INSTALLATION DATES OF TANKS: THIS MUST BE INCLUDED FOR ALL THE TANKS BEING CLOSED. AN ESTIMATE OF THE YEAR INSTALLED IS ACCEPTABLE IF POSSIBLE. IF UNKNOWN, THEN THE REPORT MUST STATE THIS FACT.
28. LEAK DETECTION METHODS USED: THE LEAK DETECTION METHODS USED FOR THOSE TANKS BEING CLOSED MUST BE INCLUDED. IF LEAK DETECTION WAS NOT EMPLOYED, THEN THE REPORT MUST STATE THIS FACT AND INDICATE THE REASON(S) THAT LEAK DETECTION WAS NOT USED.
29. RECORDS OF TANK TIGHTNESS TEST RESULTS: THE REPORT MUST INCLUDE THE RESULTS OF THE MOST RECENT TANK TIGHTNESS TEST PERFORMED ON THE TANKS BEING CLOSED. IF NO TIGHTNESS TESTS WERE PERFORMED, THE REPORT MUST STATE THIS FACT AND INDICATE THE REASON(S) THAT A TANK TIGHTNESS TEST WAS NOT PERFORMED.
30. RECORDS OF ANY OTHER LEAK DETECTION METHOD RESULTS (LAST 2 MOS.): THE REPORT MUST INCLUDE THE RESULT RECORDS OF ANY OTHER LEAK DETECTION METHODS (OTHER THAN TANK TIGHTNESS RECORDS) USED DURING THE LAST TWO (2) MONTHS THAT THE TANK HELD PRODUCT. IF NO RECORDS ARE SUBMITTED FOR ANY METHOD INDICATED ABOVE (28), THEN THE REPORT MUST STATE THE REASON(S) FOR THE NON-SUBMITTAL.
31. INFORMATION ON ANY PREVIOUSLY CLOSED UST SYSTEMS: THE INFORMATION REQUIRED BY THIS SECTION MUST BE SUBMITTED FOR ANY TANKS PREVIOUSLY CLOSED AT THE SITE. IN ADDITION, A BRIEF DESCRIPTION OF THE RESULTS OF THOSE CLOSURES MUST BE SUBMITTED. IF THERE ARE NO PREVIOUSLY CLOSED UST SYSTEMS FOR THE SITE , THE REPORT MUST STATE THIS FACT.

SAMPLE RESULTS INFORMATION

32. DATA FROM ANALYSIS OF SOIL SAMPLES (TPH, ETC.): THIS INFORMATION SHOULD BE PROVIDED IN A TABULAR FORMAT IN ADDITION TO THE ACTUAL LABORATORY DATA SHEETS. TO DETERMINE THE LOCATION OF THE SPECIFIC SAMPLE REQUIREMENTS, SEE THE APPROPRIATE CHECKLIST TRAINER.
(COMPOSITE SAMPLES ARE NOT ACCEPTABLE)
33. DATA FROM ANALYSIS OF WATER SAMPLES (BTEX, ETC.): THIS INFORMATION SHOULD BE PROVIDED IN A TABULAR FORMAT IN ADDITION TO THE ACTUAL LABORATORY DATA SHEETS. TO DETERMINE THE LOCATION OF THE SPECIFIC

SAMPLE REQUIREMENTS, SEE THE APPROPRIATE CHECKLIST TRAINER. IF GROUNDWATER WAS NOT ENCOUNTERED, THE REPORT MUST STATE THIS FACT.

34. PROPER SAMPLE NUMBERS FOR CROSS REFERENCE TO UST SITE MAPS: SAMPLES MAY BE APPROPRIATELY NUMBERED OR OTHERWISE LABELED TO FACILITATE CROSS REFERENCE TO THE UST SITE MAPS.
35. ANALYTICAL METHODS USED: SEE THE APPROPRIATE TRAINER CHECKLIST TO DETERMINE THE LOCATION(S) OF ANALYTICAL METHOD REQUIREMENTS. THIS INFORMATION SHOULD BE CLEARLY STATED IN THE REPORT OR ON THE ANALYTICAL DATA SHEETS.
36. DETECTION LIMITS USED: SEE THE APPROPRIATE TRAINER CHECKLIST TO DETERMINE THE LOCATION(S) OF DETECTION LIMIT REQUIREMENTS. THIS INFORMATION SHOULD BE CLEARLY STATED IN THE REPORT OR ON THE ANALYTICAL DATA SHEETS.
37. SIGNED CERTIFICATE OF ANALYSIS: THIS SIGNED CERTIFICATE SHOULD LIST THE INFORMATION REQUIRED ON PAGE #2-12 1C) IN THE UST GUIDANCE MANUAL.
38. CHAIN OF CUSTODY DOCUMENTATION: THIS IS A "CRADLE-TO-GRAVE" SIGNATURE FORM SIGNED BY ALL THOSE INVOLVED WITH THE SAMPLING PROCEDURE. THIS SHOULD INCLUDE , BUT NOT LIMITED TO, INDIVIDUAL TAKING SAMPLE, PERSON TRANSPORTING SAMPLE, AND LAB PERSON PERFORMING FINAL ANALYSIS.
39. TIER II WASTE OIL ANALYSIS: IF "FULL SCAN" WASTE OIL ANALYSIS IS REQUIRED THEN THE ANALYSIS RESULTS FOR THESE PARAMETERS MUST BE SUBMITTED WITH THE REPORT. TECH SUPPORT WILL NEED TO DETERMINE IF RESULTS ARE BELOW ACCEPTABLE CLEAN-UP LEVELS. FOR CLOSURES REQUIRING ADDITIONAL ANALYSIS (HAZARDOUS MATERIALS) CONSULT TECH SUPPORT BRANCH FOR ANALYTICAL METHOD AND DETECTION LIMIT REQUIREMENTS.
40. DECONTAMINATION PROCEDURES: A STATEMENT MUST BE CONTAINED IN THE REPORT DESCRIBING THE DECONTAMINATION METHODS USED DURING THE SAMPLING ACTIVITIES FOR THE UST CLOSURE.
41. SAMPLING PROCEDURES AND TECHNIQUES: A STATEMENT MUST BE CONTAINED IN THE REPORT DESCRIBING THE SAMPLING PROCEDURES AND TECHNIQUES USED DURING THE SAMPLING ACTIVITIES FOR THE UST CLOSURE.
42. EXCAVATION BACKFILL SAMPLES: APPLICABLE ONLY EXCAVATED BACKFILL OR SPOIL MATERIAL WILL BE RETURNED TO THE EXCAVATION. ONE SAMPLE PER 50 CUBIC YARDS OF EXCAVATED BACKFILL IS REQUIRED.
43. PIPING RUN SAMPLES: SEE THE UST GUIDANCE MANUAL TO DETERMINE THE APPROPRIATE NUMBER AND LOCATION OF SAMPLES FOR PIPING RUNS.

44. PUMP ISLAND SAMPLES: SEE THE UST GUIDANCE MANUAL TO DETERMINE APPROPRIATE NUMBER OF SAMPLES FOR PUMP ISLANDS.

MISCELLANEOUS CLOSURE DOCUMENTATION INFORMATION

45. DATE OF CLOSURE: THIS INFORMATION MUST BE SUBMITTED IN THE REPORT AND ON THE UST NOTIFICATION FORM.
46. SOIL BORING LOGS GIVING LITHOLOGICAL DESCRIPTIONS (IN-PLACE): WHEN BORINGS ARE TAKEN FOR AN IN-PLACE CLOSURE, A "MAP" DEPICTING THE SOIL CONDITIONS FOUND WITHIN THE BORING MUST BE INCLUDED IN THE REPORT.
47. SOIL BORING LOGS ALL USING SAME VERTICAL SCALE (IN-PLACE): THE SCALE ON ALL BORING LOGS MUST BE THE SAME TO FACILITATE COMPARISON OF THE LOGS.
48. DOCUMENTATION OF ANY OVEREXCAVATION ACTIVITIES: ANY OVEREXCAVATION IN CONJUNCTION WITH THE CLOSURE MUST BE STATED IN THE REPORT. A GRAPHICAL DEPICTION ON THE UST SITE MAP SHOULD BE USED TO CLARIFY THE EXTENT OF OVEREXCAVATION.
49. APPROXIMATE AMOUNT OF SOILS EXCAVATED: THIS REFERS TO ANY AMOUNT OF SOIL (INCLUDING BACKFILL) THAT WAS DISTURBED IN ORDER TO FACILITATE A REMOVAL AND/OR RESULTING CLEAN-UP BY OVEREXCAVATION. THE AMOUNT EXCAVATED SHOULD BE REPORTED IN CUBIC YARDS (CYS) OR TONS. IF THE MATERIAL IS TO BE RETURNED TO THE EXCAVATION, THE AMOUNT MUST BE REPORTED AS CUBIC YARDS. THIS MAY DIFFER FROM THE AMOUNT OF SOILS ACTUALLY TRANSPORTED OFF SITE SINCE SOILS NOT IMPACTED MAY BE RETURNED TO THE EXCAVATION IF SAMPLED FOR LABORATORY CONFIRMATION (SEE SOIL SAMPLING REQUIREMENTS).
50. DOCUMENTATION OF DISPOSAL OR TREATMENT OF SOILS OR WATER: ANY SOIL OR WATER THAT IS DISPOSED OF OR TREATED (ON OR OFF SITE) MUST BE DOCUMENTED. THIS DOCUMENTATION MAY BE A RECEIPT FROM TRANSPORTER AND DISPOSAL FACILITY, MANIFEST RECORDS, OR A STATEMENT OF ACTIVITIES FOR ON-SITE REMEDIATION.
51. DOCUMENTATION OF DISPOSAL FOR REMAINING PRODUCT AND SLUDGE: THIS DOCUMENTATION MAY BE A RECEIPT FROM THE TRANSPORTER, MANIFEST RECORDS, OR STATEMENT OF USE IF PRODUCT RETAINED FOR USE.
52. DOCUMENTATION OF DISPOSAL FOR CLOSED UST SYSTEM: THIS INCLUDES ASSOCIATED PIPING IN ADDITION TO TANK REMAINS. DOCUMENTATION MAY BE A RECEIPT FROM THE TRANSPORTER AND DISPOSAL OR RECYCLING FACILITY,

MANIFEST RECORDS, OR STATEMENT OF USE IF UST SYSTEM COMPONENTS ARE RETAINED ON-SITE FOR REUSE. (FORMER PETROLEUM USTs MAY NOT BE REUSED FOR HUMAN OR ANIMAL CONSUMPTION)

A CLOSURE WILL NOT BE MARKED AS COMPLETE IN THE CLOSURE DATABASE OR BE OTHERWISE CONSIDERED COMPLETE UNTIL ALL THE ABOVE LISTED ITEMS HAVE BEEN SATISFACTORILY ADDRESSED. ITEMS MISSING WITH NO EXPLANATION SHOULD BE MARKED AS "NOT SUBMITTED" AND "INADEQUATE". IF AN EXPLANATION IS GIVEN THAT AN ITEM IS NOT APPLICABLE THEN THE CHECKLIST SHOULD BE MARKED AS SUCH. IF REQUESTED INFORMATION IS NOT RECEIVED WITHIN 30 DAYS, THE FACILITY WILL BE REFERRED TO ENFORCEMENT.